

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
Systems Management Office					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
Applicable LMS Center Procedures	OJT	Immediate	30 minutes	N/A	
Non Advocate Review (NAR) /Independent Annual Review (IAR) Familiarization	OJT	Within 1 year	3 months	N/A	
Independent Assessment (IA) Familiarization	OJT	Within 1 year	3 months	N/A	
WebTADS	Classroom	Upon EOD	3 hours	N/A	
IT Security Training	Live/Web-based	Within 1 year	1-2 hours	Annually	
Government Ethics: Financial Disclosure Filers only	Classroom/Web-based	Within 1 year	1-2 hours	Annually	
SECRETARIAL					
Electronic Purchase Request System	OJT	Immediate	1 hour	As upgraded	
Time & Attendance Regulations & Submission	OJT	Immediate	1 hour	As upgraded	
LaRC Correspondence Log	OJT	Immediate	30 minutes	N/A	

Credit Card Holder/Approver	Classroom	Within 1 week	3 hours	N/A	
Agencywide Filing System	OJT	Within 1 week	1 hour	N/A	
Travel Manager	Classroom/CBT	Upon EOD	4 hours	N/A	
Calendar System	OJT	Immediate	1 hour	As upgraded	
PROPERTY CUSTODIAN					
Property Custodianship Training	Classroom	Next available	2 hours	N/A	